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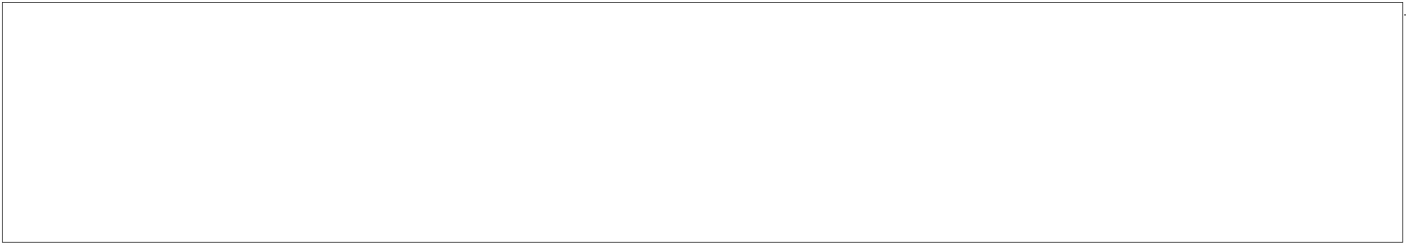
DDA 87-2107  
2 October 1987

MEMORANDUM FOR: Director of Central Intelligence

FROM: Henry P. Mahoney  
Acting Deputy Director for Administration

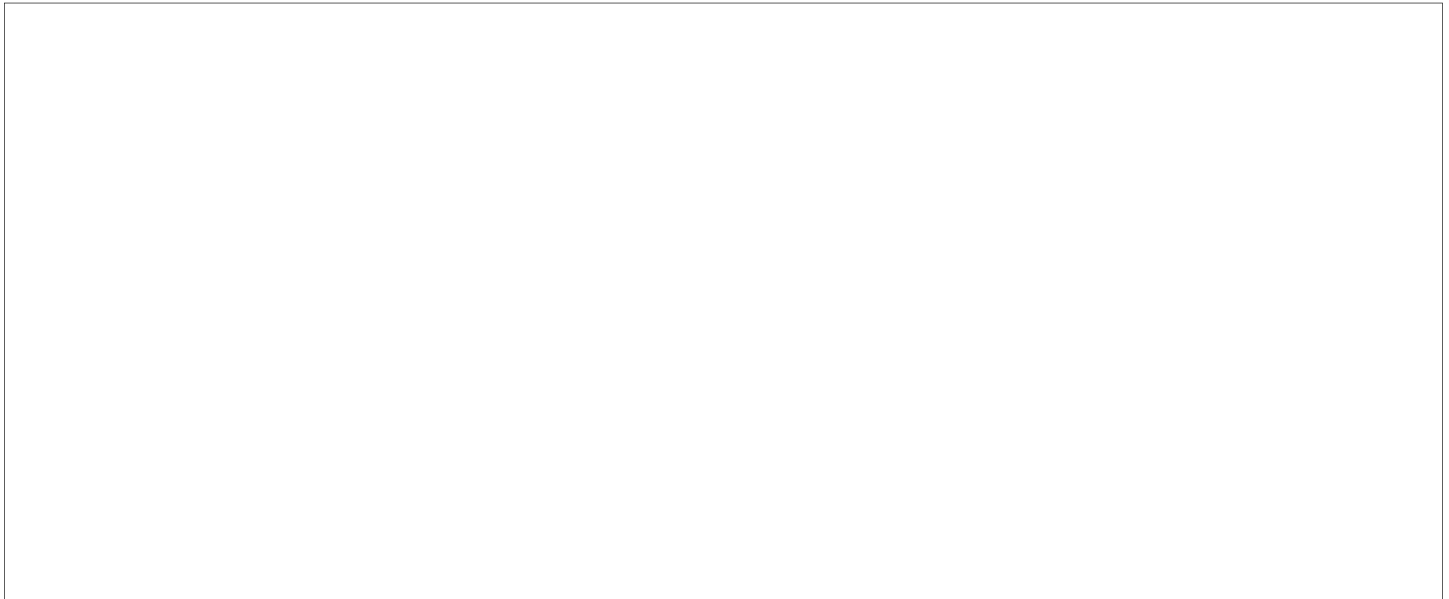
SUBJECT: Weekly Report for Period Ending 2 October 1987

25X1



2. The Office of Logistics played a key role in ensuring the success of both Family Day and the 40th Anniversary celebration. The nearly 4,000 employees and family members taking part in Family Day made it the Agency's largest open house to date.

25X1



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S E C R E T

25X1

7. The Office of Training and Education hosted a meeting of 60 representatives from 20 government agencies and several academic organizations to exchange information on computer-based language testing and teaching, materials development, and research. The State Department, CIA and the Defense Language Institute are conducting major reviews of Russian language programs and have agreed to pool resources to avoid duplication.

8. The Federal Women's Program sponsored a pilot running of "Culture, Power and Gender Dynamics" for 20 Agency managers representing all directorates. The course will replace both the Professional Men's Course and the Women's Executive Leadership Development Course and will emphasize how culture impacts on the individual and group successes of men and women in the Agency.

25X1

Henry P. Mahoney ✓

S E C R E T

S E C R E T

25X1 ORIG: DDA/M: [ ] :sb/2 October 1987 (weeklib)

Distribution:

25X1

- 0 - DCI
- 1 - DDCI
- 1 - EXDIR
- 1 - OCA [ ]
- 1 - EA. DA OD
- 1 - SSA/DDA
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S E C R E T

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EB 211

cc to all  
Dir/5th  
chips  
Jm

2 October 1987

NOTE FOR: Deputy Director for Administration

25X1 FROM:

[Redacted]

Director of Logistics

SUBJECT: Breakfast Bullets for the Week of 5 October 1987

Following are some OL activities which you may wish to include in your discussions with the DCI on Monday:

25X1 [Redacted]

- NBPO will take possession of office space on the first floor of the North Tower by end of this week and expect to take possession of second-floor office space by 9 October. We hope to take the third-floor office space by 16 October.

25X1 [Redacted]

S E C R E T

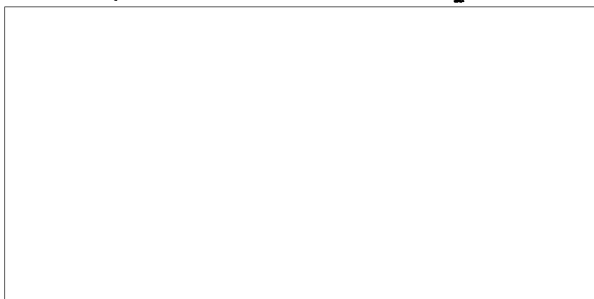
- ° Support rendered by OL contributed substantially to making the Family Day activities a great success. Approximately 4,000 attendees visited the participating buildings making this the Agency's largest open house on record. The cafeteria had prepared 500 meals, but due to the large attendance, actually served 1,500 meals.

25X1



- ° OL also provided support to the Agency's 40th Anniversary on 30 September, including electrical and sound support, as well as construction of a stage and other platforms adjacent to the Headquarters quadrangle. They also provided 600 rental chairs, 160 swivel chairs for dignitaries, 15 brown leather chairs for the stage area, carpet and bunting for the stage, and set up tables in various areas for refreshments. In addition, bus service was provided to outlying buildings.

25X1



S E C R E T

119  
DD/L *[initials]*  
AEU *[initials]*  
1455

1 October 1987

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:   
Director of Logistics

*[Handwritten signature]*

25X1 SUBJECT: Report of Significant Logistics Activities for  
the Period Ending 1 October 1987

1. Events of Major Interest That Have Occurred During the  
Preceding Week:

a. The Office of Logistics (OL) reports the following  
New Headquarters Building (NHB) activities:

(1) On 28 September, representatives from OL and the  
Office of Information Technology (OIT) met to discuss the  
conduit problem in the New Headquarters Building (NHB). It  
was decided that OIT would direct Contel to modify and/or  
replace the secure and nonsecure communications conduit in the  
New Headquarters Building to enable them to pull wire (three,  
400-pair in each conduit) from the switches to the telephone  
closets. Further, OIT will direct Contel to wire the third,  
fourth, and fifth floors of the North Tower to meet the  
planned Office of Scientific and Weapons Research occupancy  
date of 18 January 1988. On 29 September, the New Building  
Project Office completed securing office space on the ground  
and first floors of the North Tower, NHB which will enable  
Contel to begin pulling station telephone wires in these  
areas. Nonsecure and secure telephone switches have been  
installed and are currently undergoing 30-day testing.

25X1

(2) On 28 September, the Cray computer was delivered  
to the New Headquarters Building. A Cray installation team  
was in position and immediately began installation in the  
first-floor computer room.

25X1

25X1

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S E C R E T

25X1

25X1

c. Support rendered by the Facilities Management Division and the Printing and Photography Division, OL, contributed substantially to making the Family Day activities a great success. Approximately 4,000 attendees visited the participating buildings making this the Agency's largest open house on record. The cafeteria had prepared 500 meals, but due to the large attendance, actually served 1,500 meals. [REDACTED]

25X1

d. OL reports that on 24 September, the Art Selection Panel for the New Headquarters Building (NHB) met and toured potential display areas for placing major works of art to be commissioned especially for utilization in the NHB. A committee, appointed by the Agency Fine Arts Commission, presented an overview of Agency ground rules to the panel members which includes Jack Cowart, National Gallery of Art curator; Allan Stone, Washington Project for the Arts Director; and Uriko Yamaguchi, McLean artist. The National Endowment for the Arts Committee will prepare a package of potential projects and artists and will present their proposals to the Agency at a meeting next month. The New Building Project Office obligated [REDACTED] for the General Service Administration "Art in Architecture Program" on 22 April 1987.

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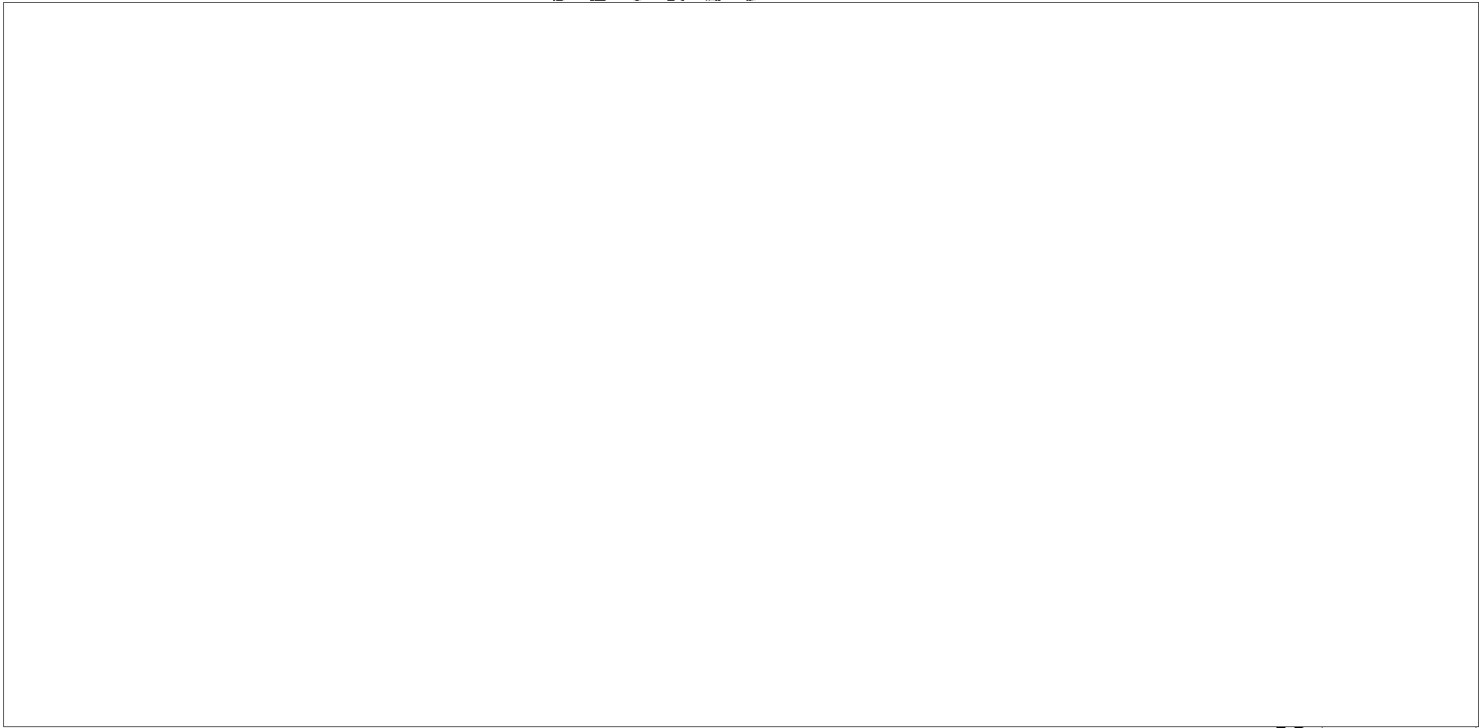
25X1

e. OL provided support to the Agency's 40th Anniversary on 30 September, including electrical and sound support, as well as construction of a stage and other platforms adjacent to the Headquarters quadrangle. OL provided 600 rental chairs, 160 swivel chairs for dignitaries, 15 brown leather chairs for the stage area, carpet and bunting for the stage, and set up tables in various areas for refreshments. In addition, OL provided bus service to all outlying buildings. [REDACTED]

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S E C R E T

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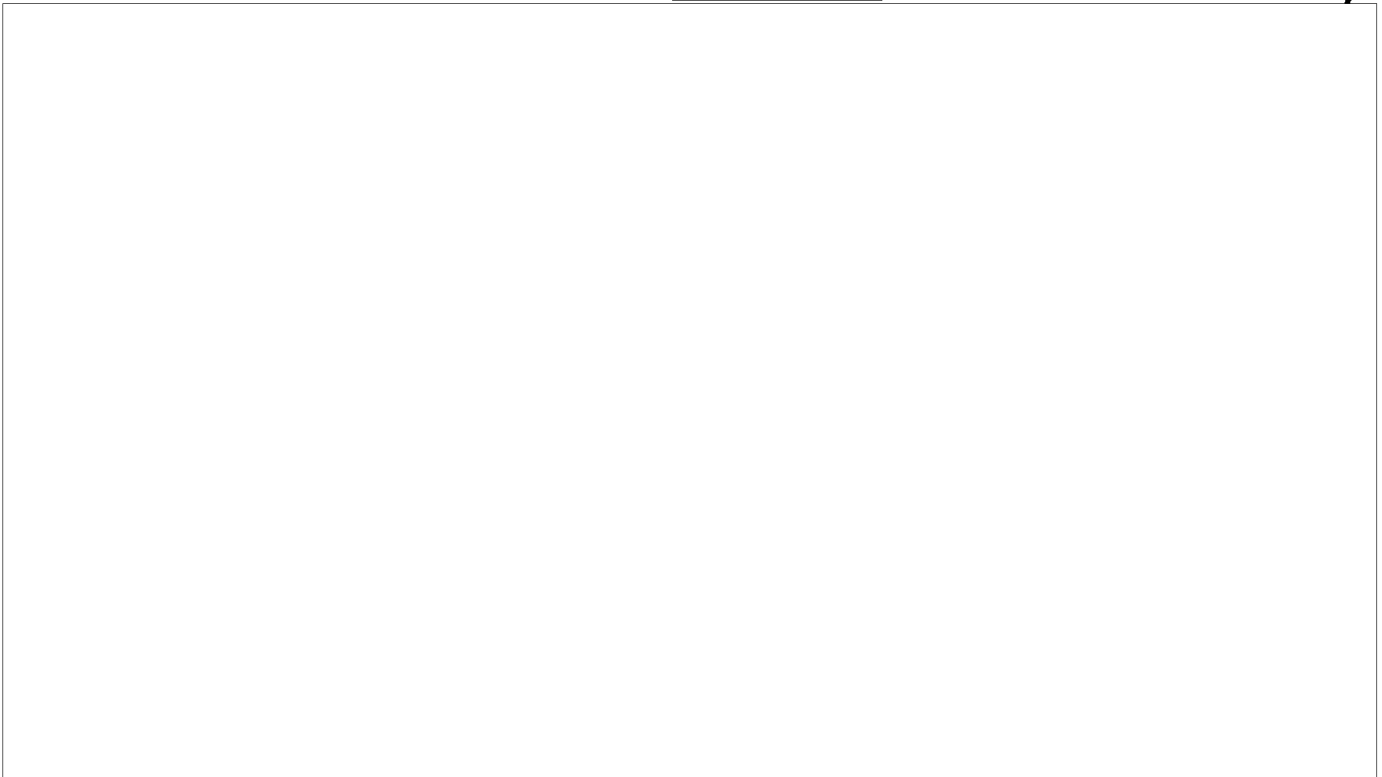


25X1

i. On 22 September, OL special packed a 24- by 30-inch color photograph of Mr. William Buckley which had been used during his memorial service on 31 August at Headquarters. Mr. Buckley's sister had contacted Protocol Branch and requested that the picture be shipped via commercial air to the conservator for Mr. Buckley's estate in Reading, Massachusetts.

25X1

25X1



S E C R E T



S E C R E T

25X1

25X1

25X1

p. On 23 September, OL received commitment letters for the Scattergood/Thorne property. The commitments were made retroactive to 3 September and included a total of 39 acres, the Scattergood main house, garage and apartment, separate garage, and small cottage. This acreage also includes an adjacent 6.8 acre General Services Administration parcel. [REDACTED]

25X1

25X1

r. On 29 September, representatives from OL met at the [REDACTED] with budget personnel from the Intelligence Community Staff to discuss and coordinate printing production plans for the annual 13-volume Congressional Budget Justification Books. [REDACTED]

s. The Printing and Photography Division, OL, processed a number of rush photographic requests this week. The jobs included

S E C R E T

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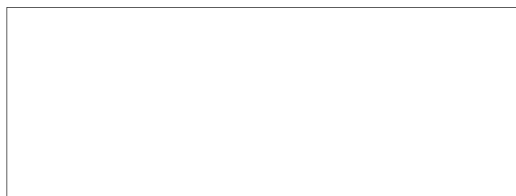
25X1

A large rectangular box that has been redacted, leaving it empty.

2. Significant Events During the Upcoming Week:

None

25X1

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S E C R E T

## OL/NBPO WEEKLY REPORT - PERIOD ENDING 30 SEPTEMBER 1987

## 1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

YES  
STAT On 28 September, 1987, the Director and Deputy Director, OL, and Chief, New Building Project Office, OL, met with the Acting Director, Office of Information Technology (OIT) and representatives from the New Building Communications Program Division, OIT, to discuss the conduit problem in the New Headquarters Building (NHB). It was decided that OIT would direct Contel to modify and/or replace the secure and non-secure communications conduit in the New Headquarters Building to enable them to pull wire (three 400-pair in each conduit) from the switches to the telephone closets. Further, OIT will direct Contel to do whatever is necessary to wire the third, fourth, and fifth floors of the North Tower to meet the planned Office of Scientific and Weapons Research occupancy date of 13 January 1988. [ ]

## 2. Major Events that Have Occurred During the Preceding Week:

NO  
STAT a. On 24 September 1987, the bus shelter for the Route 123 Visitor Control Center was delivered to the Headquarters compound. The shelter is expected to be installed on 30 September 1987. [ ]

OL REPORTS THAT  
YES b. On 26 September, 1987, Shirley Contracting Corporation, the Route 123 realignment contractor, started roadwork at the intersection of Route 193 and the Turkey Run Access Road. The construction will temporarily impact those employees who use Turkey Run Road to access the Headquarters compound. For approximately two weeks, the road surface at the intersection will be covered with crushed stone. Two-way traffic will remain open through the intersection during peak rush-hour periods. During non-peak hours, only one lane of traffic will be open and a flagperson will be directing traffic. An Employee Bulletin No. 1580, dated 3 September and prepared by the New Building Project Office (NBPO), OL, briefly addressed this construction work. In addition, NBPO prepared a Logistics Note to alert employees to the construction. NBPO also alerted representatives of the Federal Highway Administration and the National Park Service to the construction. [ ]

STAT Current NHB activity includes the following: A crew installation team was in position and immediately began  
YES On 28 September, 1987, the Cray computer was delivered to the New Headquarters Building. Installation began immediately in the first floor computer room. The non-secure and secure telephone switches have been installed and are currently undergoing the 30-day testing. [ ]

STAT STAT Add "P" from next page "New Item"

NO d. Testing of the Uninterruptible Power Supply (UPS) systems continues in the New Headquarters Building. The 72-hour, full-load test for the seventh UPS system commenced on 28 September and the 15-minute battery test is scheduled for 1 October. The eighth and last UPS system undergoing repair, and testing is expecting to begin in mid-November. [ ]

NO  
STAT  
e. On 25 September 1987, the gas turbine engine for generator #7 was removed from its enclosure. This engine is being shipped to the manufacturer's repair facility in Oakland, California for the fourth time due to unacceptable vibrations during operation. The New Building Project Office is preparing a memorandum to General Services Administration to express dissatisfaction with the lack of progress in repairing this engine which represents a substantial portion of our emergency power capacity. It is anticipated that the engine will be returned to Headquarters Central Plant in late October. [redacted]

YES  
include  
STAT  
STAT  
f. On 29 September 1987, the New Building Project Office, OL, completed the securing of the office space on the ground and first floors of the North Tower of the New Headquarters Building. This will enable Contel to begin pulling station telephone wires in these areas. [redacted]

3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

STAT  
[redacted]  
Chief, New Building Project Office

D/OL  
C/FMD/OL

## OL/FMD WEEKLY REPORT

PERIOD ENDING 30 SEPTEMBER 1987

## 1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

a. None

## 2. Major Events that Have Occurred During the Preceding Week:

*OL support to the Agency* visited the participating buildings.

*activities*

*YES* *25X1* *a.* Family Day ~~was held on Saturday, 26 September, from 9:00 a.m. to 4:00 p.m.~~ It was a total success with approximately 4,000 attendees ~~to all buildings.~~ Maintenance Branch, Building Services Branch, ADP Staff, Allied and the cafeteria all supported <sup>the</sup> open house. The cafeteria ~~was had~~ prepared to serve 500 meals ~~and because of the large attendance, they actually served 1,500 meals.~~

*NO* *25X1* *b.* The Engineering Branch, Operations, has trained a drafter/designer in the use of the Computerized Aided Drafting (CAD) System and has procured a full single screen CAD terminal. With this capability, Engineering Branch will most effectively use the New Headquarters Building CAD database and will develop an Original Headquarters Building CAD database. These computerized databases will be the focus for collecting and reflecting all as-builts and future changes, thus always assuring the availability of current facility drawings. (Joe

*NO* *25X1* *c.* On Tuesday, 22 September, an outage was held for maintenance on Exide batteries for 400 hz Emerson UPS System. The batteries were taken off line at 1900 hours and returned at 2300 hours. A total of 40 battery straps were replaced on 20 battery cells. The UPS system did not need to be shutdown and was used as a line conditioner and frequency converter during the outage. There was no loss of power to the component.

*YES more coming* *OL reports that* *HQ Expansion display* *placing*

*25X1* *d.* On 24 September, the Art Selection Panel for the New Building met and toured potential areas for major works of art. The committee, appointed by the Agency Fine Arts Commission, presented an overview of Agency ~~background and ground rules~~ principles to the panel which included Jack Cowart, National Gallery of Art

*to be commissioned especially for utilization in the NHB.*

CONFIDENTIAL

National El

curator; Allan Stone, Washington Project for the Arts director; and Yuriko Yamaguchi, McLean artist. The NEA committee will prepare a package of potential projects and artists and will present their proposals to the Agency members at a meeting next month. The New Building Project Office obligated [redacted] for the GSA "Art in Architecture Program" on 22 April 1987.

25X1

25X1  
25X1

NO

adjacent to the HQ quadrangle.

3. Upcoming Events:

OL

a. ~~Facilities Management~~ personnel are providing provided support for the Agency's 40th Anniversary, on 30 September, including 1987. They will be responsible for electrical and sound support, as well as construction of a stage and other platforms. In addition, ~~FMD~~ is providing 600 rental chairs, 160 swivel chairs for dignitaries, 15 brown leather chairs for the stage area, providing carpet and bunting for the stage, and setting up tables in various areas for cupcakes, drinks, etc.

25X1  
25X1

NO

Pls find in JSA  
not when  
completed.

4. Management Activities and Concerns:

a. Personnel

New - [redacted] will report to Mail and Courier Branch on 10/1/87

25X10

25X1

[redacted]  
Facilities Management Division

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REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT  
FOR PERIOD ENDING 29 September 1987

1. Progress Report Tasks Assigned by Senior Management:

25X1 The following is a summary of requests for services  
received by Real Estate and Construction Division (RECD), OL during  
the week of 22-29 September 1987:

NO  
FEB 2 requests  
EBOB 3 requests

25X1

2. Major Events That Have Occurred During the Preceding Week:

25X1

S E C R E T



SUBJECT: Real Estate and Construction Division Weekly Report  
for the Period Ending 29 September 1987

25X1

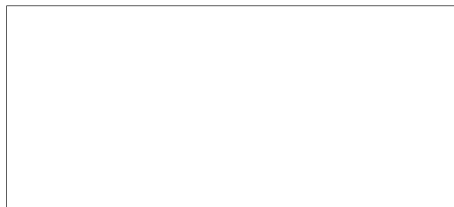
~~a Scattergood/Thorne Property~~ / ~~The Real Estate and Construction Division~~, OL, received commitment letters for the Scattergood/Thorne property, ~~on 23 September 1987~~. The commitments were made retroactive to 3 September ~~1987~~ and included a total of 39.0 acres, the Scattergood main house, garage and apartment, separate garage, and small cottage. This acreage also includes the adjacent 6.8 General Services Administration parcel, ~~we requested~~.

YES  
?  
sid  
25X1  
25X1

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STAT



PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD OF  
23 September 1987 - 29 September 1987

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred  
During the Preceding Week:

NO  
STAT A. Preliminary design of a system to track Personal Computer hardware and software within the Office of Logistics, Printing and Photography Division was begun last week. Completion of the design and the initial building of the system is expected during the upcoming week.

NO  
STAT B. On Tuesday, 22 September, the Office of Logistics, Printing and Photography Division Copier Management Program, conducted an assessment of copier needs for the Chamber of Commerce Building. As a result of the on-site evaluation the building's copier needs will be addresssed as one of the first actions in FY-88. (Dan

NO  
STAT C. The CIA Contracting Manual being prepared for the Office of Logistics, Procurement Management Staff that arrived in Printing and Photography Division in late August is finally out of the proof stages. Etecs had over 600 pages to process. The final text count was 552 pages which arrived in its final form on the 24th of September. Production is underway and completion is scheduled for 2 October 1987.

STAT YES  
STAT ~~\* D. On Tuesday, 29 September, representatives of the Office of Logistics, Printing and Photography Division's planning staff are meeting~~ with budget personnel from the Intelligence Community. ~~The purpose of the meeting is to discuss and coordinate printing production plans for the annual 13-volume Congressional Budget Justification Books.~~

Administrative- Internal Use Only

E. This past Saturday, 26 September, the Office of Logistics, Printing and Photography Division participated in the Agency's "family day", giving tours and answering questions about the various production processes used in the division. During the course of the day the division had 426 "guests" tour the facility.

a request from

III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

C O N F I D E N T I A L  
PROCUREMENT MANAGEMENT STAFF, OL  
WEEKLY REPORT  
Week Ending 28 September 1987

1. Status of Tasks Assigned by Senior Management:

Coopers and Lybrand (C&L) Implementation Update:

NO  
25X1 [ ]  
(1) The Chief, Procurement Management Staff (OL/PMS) met with the Procurement Policy Panel on 23 September. Discussions included the CIA Contracting Manual (CCM) and position requirements for the pending procurement reorganization. All members present concurred with the current status of these efforts which are targeted for completion in fiscal year 1987.

25X1  
25X1 NO  
25X1 (2) [ ] continues with the development of the Acquisition Planning Guide Supplement to the CCM. An initial draft will soon be ready in order to begin coordination with procurement and program office personnel. [ ]

25X1 NO  
(3) The first production run of the CCM will arrive within a few days. [ ]

2. Major Events That Have Occurred During the Preceding Week:

a. CONIF Activity:

25X1 NO  
CONIF processed 661 contracts and 341 amendments during the past week. CONIF personnel are working very hard in order to keep on top of the end-of-the-fiscal year rush. [ ]

b. Computer Support to Contract Teams:

25X1 NO  
[ ] and the Contracts Staff, Office of Development and Engineering, have agreed to work together to further develop a particular request for proposal to support a program worth \$200 million. Using computers and the standard financial exhibits being developed by OL/PMS and the Commercial Systems and Audit Division, Office of Finance (OF/CSAD), will improve analysis of proposals and will support preparations for the conduct of negotiations for this program. A similar agreement was reached with the Contracts Management Staff, Office of



ED -  
Pls ask of PMS  
to be attentive to  
some answers  
for CONIF  
follow.

C O N F I D E N T I A L

SUBJECT: OL/PMS Weekly Report for 28 September 1987

Technical Service, for a contract worth [ ] (estimated November/December 1987). [ ]

25X1

c. Status of Funds in Project Offices:

Reports to all contract team chiefs regarding the status of funds in their respective programs offices will be sent by OL/PMS, beginning in September 1987, and will continue monthly thereafter. [ ]

d. Government-Furnished Property (GFP):

OL/PMS is continuing to study past and current GFP reports to determine its accuracy. Of particular concern is the lack of consistent reporting by all contractors. [ ]

e. Electronic Update of General Services Administration (GSA) Debarred Contractor List:

[ ] continue to define the system requirements for electronically receiving unclassified weekly updates from GSA of the debarred, suspended, and ineligible contractors list. [ ]

f. Training:

Two contract officer interns will attend a 1-week OF/CSAD training class in October. This is an attempt to cross-familiarize the auditors and contracting officers, which should lead to better communication and greater efficiency. [ ]

g. Agency Contract Review Board (ACRB Activity):

On 22 September, eight cases were presented to the ACRB for review; five were walk-on cases. All eight cases were recommended for Director of Logistics approval. One waiver was issued. These cases represented a total dollar value of \$11,685,415. [ ]

3. Upcoming Events:

None of significant nature. [ ]

4. Management Activities and Concerns:

None of a significant nature. [ ]

C O N F I D E N T I A L

INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 29 SEPTEMBER 1987

1. Progress Report on Tasks Assigned by the DCI/DDCI:
2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

NO  
25X1 (1) FCS (Field Computer System). General Electric, (GE) started correcting numerous system bugs in the LADS III converted software on 21 September. GE first base-lined the LADS software running in OL/IMSS with the version operating in the GE facility in Reston. This process uncovered and corrected several software differences between the two systems. GE will be working in OL/IMSS until all problems resulting from the conversion are resolved.

B. PLANNING

NO  
25X1 (1) The first annual update of the OL "Yellow Pages" has been completed and has been sent to P&PD for printing.

C. CLAS

NO  
25X1 (1) The first CLAS Skills Workshop was held on 23 September. The attendance was excellent considering the year-end workload in OL. The workshop consisted of viewgraph presentations by the Supply Team, Purchasing Team, and the Accounts Payable Team. This was the first opportunity many employees had to view Cullinet software screens and functionality. To provide all OL employees an opportunity to attend the Skills Workshop, it will be scheduled to run again on 23 October 1987, after the year-end processing is complete.

NO  
25X1 (2) The CLAS Project Teams are attending the annual Cullinet Software User Convention during the week of 28 September. This convention, which is usually attended by approximately 5,000 people, allows opportunities to meet other government users, attend seminars and demonstrations on the new 1.3 release, and get information on Cullinets new products and marketing directions.

25X1

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INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 29 SEPTEMBER 1987

NO  
25X1 (3) On 25 September the CLAS Purchasing, Supply, and Accounts Payable teams provided OIT with an extensive list of functional testing requirements in the form of a Requirements Traceability Matrix (RTM). The RTM will provide a tracking/auditing mechanism for our prototyping efforts. [redacted]

D. CLAIMS

25X1 NO  
25X1 (1) The Claims Review Officer, [redacted] gave a personal property claims presentation to the Field Administration Class on 24 September 1987 at the Special Training Center. [redacted]

E. RECORDS MANAGEMENT

NO  
25X1 (1) In compliance with Executive Order 12356, OL Divisions and Staffs were requested to keep a count of the number of classified documents originated in their office during the period 14 - 20 September 1987, the result of the count was [redacted] documents were originated in OL during this time period. The statistics were submitted to OIT/CSG/IRMD and will be used to compile a report to the Director of the Information Security Oversight Office. [redacted] 25X1

F. REGULATIONS

NO { (1) The following regulation originating outside OL was coordinated and approved:

[redacted]

STAT

(2) The following regulations originated in OL and were submitted for publication:

[redacted]

STAT



INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 29 SEPTEMBER 1987



25X1

3. Significant Events Anticipated During the Coming Week
4. Perspective of Staff Activities

25X1



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